CTE Testing Reports – Cliff Notes for Directors

http://ucte.learningitnow.com
(URL for the CTE Testing Website)

1. **Log in** – Select your District or Charter School from the drop down menu.
Your **USER ID** is a three digit number.   (Number 1 and then the 2 digit district/charter school number)
For example: Weber District (35) director's log is 135. The password is 1234 until changed by the user. If you change your password and can't remember it, Renee can update it back to 1234.

2. From your homepage under **MY Tests** you can access:
    1.   The three teacher **online testing tutorials**, if you wish to learn more about the online system.
    2.   The **sample test** of the online testing navigational tool and example of various question types.

3. **Filtering Results**
On the bottom left hand section of the screen is a **view box**. The default is at the district level. To filter the results to an individual school select the desired school from the drop-down menu. All reports will be filtered to the selected school.

4. To access **Reports – Select Manage Report from the** menu tabs on the left side of the screen.

- **Manage Reports**
    - User Reports –Scores of an individual student
    - Test Reports –Scores of all users of an individual test
    - Class Reports – Scores of an individual class

    - **Custom Reports**
        - **District Report** – access report by school of all tests either online, paper or both.
            - **Buttons** at the top move one page at a time or jump to the beginning or end of the report
            - Click **View All** to see all pages of the report
            - Click **pdf** to create a PDF file
            - Click **csv** to export to a comma separated value excel file
            - Click **excel** to export data to excel

        - **Teacher Report** – access to teacher report by school with individual student results by standard
            - The same options (view all; pdf; csv; or excel)are available in the teacher report.

        - **State Report** – access to state-wide test summary data either online, paper or both. Then from the calendar choose the beginning to end date of the report will be generated from.

        - **State Report by Program Area –** select whether to include industry tests, online, paper or both, then from the calendar choose the beginning to end date of the report. The same options (view all; pdf; csv; or excel) are available in the teacher report.